

Facility Checklist

Give your store a look

Cleanliness - Really look at the place:

<u>YES</u>	<u>NO</u>	
<u> </u>	<u> </u>	Windows clean
<u> </u>	<u> </u>	Floor clean
<u> </u>	<u> </u>	Shelves and product clean
<u> </u>	<u> </u>	Freezer and refrigerator doors clean
<u> </u>	<u> </u>	Shelf labels fresh and clean
<u> </u>	<u> </u>	Employees neat and courteous
<u> </u>	<u> </u>	Decorations – timely, clean, fresh, no dead plants

Is all of my merchandise accessible:

<u>YES</u>	<u>NO</u>	
<u> </u>	<u> </u>	Aisles blocked
<u> </u>	<u> </u>	Product blocked
<u> </u>	<u> </u>	Bulk dispenser operable
<u> </u>	<u> </u>	Mixed displays
<u> </u>	<u> </u>	Product out of reach

Customer information:

<u>YES</u>	<u>NO</u>	
<u> </u>	<u> </u>	Signs for each department
<u> </u>	<u> </u>	All product correctly and cleanly priced
<u> </u>	<u> </u>	Specials – clear signs, properly priced
<u> </u>	<u> </u>	Store hours posted and adhered to
<u> </u>	<u> </u>	Free literature, readily available and categorized

Building:

	<u>YES</u>	<u>NO</u>	
Inside	<u> </u>	<u> </u>	Lighting – lights burned out
	<u> </u>	<u> </u>	Fixtures – broken, leaning, dirty
	<u> </u>	<u> </u>	Windows – broken
Outside	<u> </u>	<u> </u>	Lighted signs – all lights work
	<u> </u>	<u> </u>	Signs – all letters in place, painted (check for fading)
	<u> </u>	<u> </u>	Stains on wall or walkway
	<u> </u>	<u> </u>	Litter or trash
	<u> </u>	<u> </u>	Paint
	<u> </u>	<u> </u>	Billboards – check them!, driveways, signs

Critical: These areas should be very clean

<u>YES</u>	<u>NO</u>	
<u> </u>	<u> </u>	Products or appliances that are touched by my customers
<u> </u>	<u> </u>	Water fountain
<u> </u>	<u> </u>	Bulk dispensers
<u> </u>	<u> </u>	Rest Rooms
<u> </u>	<u> </u>	Scales